UNITED
NATIONS

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Secretariat

ST/IC/1994/47
10 November 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PENSIONABLE REMUNERATION FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES AND FOR STAFF IN THE FIELD SERVICE CATEGORY*

1. The current procedure for adjusting the scale of pensionable remuneration for staff in the Professional and higher categories provides for this scale to be revised on the same date as the net remuneration amounts (base salary plus post adjustment) of staff in the Professional and higher categories in New York are adjusted. The scale of pensionable remuneration for the above-mentioned categories, in accordance with the provisions of article 54 (b) of the Regulations of the United Nations Joint Staff Pension Fund, must be adjusted with the same effective date and by the same percentage as the net remuneration increase.

2. As indicated in information circular ST/IC/1994/45 of 9 November 1994, the International Civil Service Commission (ICSC) determined that post adjustment multiplier 43.2 for staff in the Professional and higher categories in New York was due as of 1 November 1994. Therefore, the revised post adjustment multiplier of 43.2 was authorized for New York with effect from 1 November 1994.

3. In accordance with the procedure described in paragraph 1 above, the Chairman of ICSC has promulgated the consequent revised scale of pensionable remuneration applicable to staff in the Professional and higher categories with effect from 1 November 1994. The revised scale reflects an across-the-board increase of 2.73 per cent over the previous scale effective 1 November 1993. The revised scale is reproduced in annex I to the present circular.

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* Personnel Manual index No. 3300.

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4. In accordance with past practice, the pensionable remuneration amounts for staff in the Field Service category will also be revised upwards by 2.73 per cent with effect from 1 November 1994. The revised scale is set out in annex II to the present circular.

5. The November 1994 statements of earnings and deductions will reflect the changes in the monthly pension contributions resulting from the revised scales of pensionable remuneration contained in annexes I and II to the present circular.

Annex I

PENSIONABLE REMUNERATION OF STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES

Effective 1 November 1994

(In United States dollars)

	S T E P S														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
Under-Secretary-General															
USG	156,115														
Assistant Secretary-General															
ASG	144,445														
Director															
D-2	120,837	123,738	126,471	129,310	132,212	135,180									
Principal Officer															
D-1	106,539	108,954	111,419	113,834	116,306	118,758	121,131	123,554	126,022						
Senior Officer															
P-5	94,577	96,744	98,819	100,934	103,126	105,156	107,321	109,819	112,055	114,152	116,289	118,465	120,681		
First Officer															
P-4	77,753	79,814	81,862	83,814	85,936	87,980	90,056	92,359	94,472	96,712	98,207	100,322	102,483	104,690	106,946
Second Officer															
P-3	63,710	65,688	67,600	69,424	71,306	73,163	75,143	77,511	79,063	81,154	82,688	84,513	86,402	88,333	90,308
Associate Officer															
P-2	51,492	53,137	54,695	56,366	58,034	59,556	61,214	63,160	65,001	66,665	67,956	69,274			
Assistant Officer															
P-1	40,378	41,764	42,992	44,243	45,624	46,861	48,344	50,277	51,308	53,397					

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Annex II

PENSIONABLE REMUNERATION OF STAFF IN THE FIELD SERVICE CATEGORY

Effective 1 November 1994

(In United States dollars)

Level	STEPS														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
FS-7	74,691	76,772	78,853	80,936	83,016	85,099	87,179	89,262	91,341	93,424	95,377	97,585			
FS-6	61,605	62,984	64,365	65,745	67,126	68,506	69,886	71,266	72,646	74,028	75,407	76,788			
FS-5	48,702	49,971	51,240	52,509	53,780	55,048	56,317	57,586	58,857	60,124	61,394	62,663	63,933		
FS-4	39,941	41,051	42,163	43,272	44,384	45,494	46,607	47,715	48,828	49,938	51,050	52,159	53,271	54,381	55,493
FS-3	32,285	33,337	34,416	35,483	36,550	37,615	38,707	39,828	40,934	42,055	43,162	44,322	45,483	46,644	47,804
FS-2	28,329	29,247	30,164	31,084	32,000	32,930	33,889	34,835	35,794	36,750	38,667	39,624			
FS-1	25,143	25,846	26,545	27,250	28,060	28,882	29,691	30,515	31,325	32,135					

UNITED
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Secretariat

ST/IC/1994/48
4 November 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1995 COMPETITIVE EXAMINATION FOR LANGUAGE COORDINATOR (ENGLISH)

1. A competitive examination for the post of English Language Coordinator at the P-2 level will be held on 16 February 1995 in New York, Geneva, Vienna and other duty stations, depending on the number of qualified candidates convoked for the examination. The purpose of the examination is to establish a roster from which present and future vacancies for English Language Coordinator in the Training Service of the Office of Human Resources Management at Headquarters will be filled.

2. The English language coordinator is responsible for establishing and administering English language and writing courses for United Nations and other agency staff. The coordinator conducts needs analyses, sets objectives, designs courses and workshops and develops appropriate materials for English language and communications courses. The coordinator trains and supervises English language teachers, prepares teaching and examination schedules and ensures that appropriate methodologies are used. Acting as a team leader, the coordinator creates and maintains an effective team unit, serves as a project facilitator for special pedagogical projects and initiates, organizes and supervises the work of the teachers assigned to projects. The coordinator also prepares, administers, and supervises language examinations and tests including the English Language Proficiency Examination.

3. The examination is open to all staff members at the P-2 level and below, including full-time teachers at Headquarters, Geneva, Vienna and the regional economic commissions, who meet the necessary requirements. However, if the number of qualified applicants is not sufficient (i.e., at least three), the examination will be postponed and will be announced outside the Secretariat. Staff members from subsidiary organs of the United Nations and staff members

whose service is limited to a particular organ, fund or programme of the United Nations or special missions are considered outside candidates for the purpose of this examination.

4. Staff members applying for the examination must:

(a) Have English as their main language; 1/

(b) Hold an advanced university degree (Masters) in language teaching methodology or applied linguistics with special emphasis on the theory and practice of teaching English as a second or foreign language to adult learners; advanced university degrees in linguistics or education may be considered. A first-level university degree and five years of continuous language teaching in the United Nations may also be considered;

(c) Have at least five years' experience teaching English as a second or foreign language to adults and experience designing and teaching communication skills, preferably in a work-related setting.

5. In addition:

(a) Experience in curriculum development and background in teacher training and supervision is highly desirable;

(b) Knowledge of additional official languages of the United Nations is desirable. The Board of Examiners appointed by the Assistant Secretary-General for Human Resources Management requires that candidates be able to support their claims of knowledge of official languages by relevant documentation in their official status files. Staff members who enrolled in the United Nations language training programme in the languages claimed must have passed the United Nations language proficiency examination in those languages. Candidates who have not pursued the United Nations language courses in the languages claimed must substantiate their claims of knowledge of those languages. For this purpose, staff members should attach to their application a photocopy of either a diploma or a certificate from a language school or a brief explanation of how they acquired knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Computer and word-processing knowledge is an advantage.

6. All applications for the examination will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. The decision of the Board is final.

7. The written examination consists of the following three parts:

Part 1. Essay questions dealing with language teaching methodology, communications and training skills, curriculum and training course design (two hours);

Part 2. Essay questions dealing with teacher supervision and observation of language and communication skills training courses (one hour);

Part 3. Several practical problems related to student counselling and teacher supervision (45 minutes).

The use of reference material is not permitted during the examination.

8. On the basis of results obtained in the written portion of the examination, the Board of Examiners will invite selected candidates to participate in the second part of the examination. This will normally take place six to eight weeks after the written examination. In the second part of the examination candidates will be asked to observe and evaluate a language class. The Board of Examiners will review and discuss with the candidate the results of this observation. The candidates will then be placed in small groups, which will be required to perform a specific task. Through this exercise the candidates' ability to function as part of a team will be evaluated. The Board will then interview each candidate in order to assess personal qualities, professional experience and ability to work as a team leader.

9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual scores.

10. Staff members at the P-1 level or below selected to fill this vacancy will be assigned to the Training Service with a special post allowance to the P-2 level for a trial period of two years. Staff members who are already at the P-2 level will be assigned at that level.

11. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Office of Human Resources Management will be confirmed in their functions of language coordinator at the P-2 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous level and the special post allowance, if any, will be discontinued.

12. Staff members at Headquarters applying for the examination should complete the attached form and submit it to the following office not later than 30 December 1994:

Competitive Examination for Language Coordinator (English)
Recruitment and Placement Division
Room S-2535G
United Nations Secretariat
New York, N.Y. 10017

13. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications to the Recruitment and Placement Division through the chief administrative officer or director of the United Nations information centre of their respective duty station before 30 December 1994, the deadline for receipt of applications in the Recruitment and Placement Division.

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Notes

1/ "Main language" should be understood to be the language in which the candidate is best able to teach. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

APPLICATION

1995 COMPETITIVE EXAMINATION FOR LANGUAGE COORDINATOR (ENGLISH)

INDEX NO. 1/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office: 2/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s) _____

What is your main language? 3/ /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. University degree or equivalent or post-secondary educational qualifications 4/

Name of institution/ Place and country	Language of/ instruction	Attended from/to month/year month/year	Degree 4/ or/ equivalent	Main field of study
		/	/	
		/	/	
		/	/	
		/	/	
		/	/	
		/	/	
		/	/	
		/	/	

B. Describe work experience (giving dates and length of time) in English Language teaching, curriculum development, communications skills training, teacher training and supervision as well as in word-processing and computers

_____

_____

_____

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(B. continued)

C. Knowledge of other languages 5/

Language(s)	United Nations language programme (indicate highest level and date)	Courses taken at other institution (name and location)

D. Indicate your ability in each of the languages mentioned above

Language	Read		Understand		Speak		Write	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

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Notes

1/ Appears normally on your monthly salary statement and personnel action forms. If not, please contact your Executive Officer to obtain your number.

2/ Please indicate department/office, e.g., OCSS, ECE, UNOG, UNOV or other (specify).

3/ "Main language" should be understood to be the language in which candidate is best able to teach. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

4/ Give exact name and title in original language. Do not translate or equate. Copies of university degrees must be attached.

5/ In accordance with paragraph 5 (b) of the present circular, candidates claiming knowledge of other official languages of the United Nations must submit relevant documentation to substantiate their claims.

UNITED
NATIONS

ST

Secretariat

ST/IC/1994/49
11 November 1994

INFORMATION CIRCULAR

To: Members of the staff - Headquarters and overseas offices

From: Assistant Secretary-General for Human Resources Management

Subject: ACCESS TO VACANCY ANNOUNCEMENTS THROUGH THE SECRETARIAT ELECTRONIC MAIL (cc:Mail)

1. Since the introduction of the new placement and promotion system in November 1993, the Office of Human Resources Management (OHRM) has ensured that all vacancies published in accordance with the relevant provisions of ST/AI/390 are regularly posted at Headquarters and transmitted electronically to all offices away from Headquarters and to field missions through the Field Operations Division of the Department of Peace-keeping Operations. OHRM now wishes to draw the attention of staff members to an additional method for disseminating information on vacancies, i.e. the Secretariat electronic mail (cc:Mail).

2. The means through which information on vacancies is disseminated, including those referred to in paragraph 2 of ST/IC/1993/66, are consolidated below for ease of reference.

Posting of vacancies at Headquarters and offices away from Headquarters

3. At Headquarters, complete texts of vacancy announcements for posts in the Professional category and above and in the General Service and related categories in New York, are posted on bulletin boards in the lobby of the Secretariat building near the cafeteria, in the staff lounge on the 3rd floor of the DC-1 building and near the Credit Union on the 3rd floor of the DC-2 building. A summary list of vacancies is also posted on every floor of all United Nations buildings. For offices away from Headquarters and field missions, vacancy announcements are posted at appropriate locations and are available through the Chief of Administration.

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Posting of vacancies via the Secretariat electronic mail (cc:Mail)

4. Vacancy announcements are now available in the Secretariat electronic mail (cc:Mail) listed under three headings on cc:Mail bulletin boards: "Ext-VA-P" for vacancies in the Professional category and above open to internal and external applicants, "Int-VA-P" for vacancies in the Professional category and above open to internal applicants only and "VA-G & related" for vacancies in the General Service and related categories in New York. Vacancies are grouped by deadline and are removed from the cc:Mail bulletin boards once the deadline is passed. Cc:Mail is accessible, by request, to all staff members at Headquarters and at major duty stations. At Headquarters, requests for cc:Mail should be addressed to Chief, IASS/ESD, OCSS/DAM, room S-1995 A. Cc:Mail is also available at several field missions. At duty stations away from New York and field missions, requests for access to cc:Mail should be addressed to the Chief of Administration.

5. Staff are encouraged to respond to vacancies that appear suitable for their professional growth and development and in which they believe they can make a greater contribution to the work of the Organization.

UNITED NATIONS **ST**

Secretariat

ST/IC/1994/50
23 November 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1995 COMPETITIVE EXAMINATION FOR ENGLISH TRANSLATORS/PRÉCIS-WRITERS

1. A competitive examination for the recruitment of English translators/ précis-writers will be held on 7 and 8 March 1995 in New York, Geneva, Vienna, London and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for English translators/précis-writers at United Nations Headquarters in New York, and at other duty stations in Africa, Asia, Europe and Latin America will be filled. Staff members who are successful in this examination and are selected for inclusion in the roster will be assigned to fill vacancies as they occur, on the recommendation of the Office of Conference and Support Services. Assignments are subject to rotation and translators/précis-writers may thereafter be called upon to serve at other duty stations according to the needs of the Organization. Translators/précis-writers are expected to serve a MINIMUM OF FIVE YEARS in a language post.

2. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements. Staff members from subsidiary organs of the United Nations, as well as staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered outside candidates for the purpose of this examination. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 and 11 below.

3. Staff members of the Secretariat applying for the examination must:

(a) Have English as their main language; 1/

(b) Have a perfect command of English and an excellent knowledge of French. They must also have an excellent knowledge of Arabic, Chinese, Russian or Spanish. Knowledge of additional, non-official languages and previous translation experience would be considered an asset. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should attach to their application a photocopy of either a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which English is the language of instruction.

4. The requirement for a university degree or its equivalent mentioned in paragraph 3 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status at which the language of instruction is English, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The written examination will consist of six papers:

I. Translation into English of a general text in French (three hours);

II. Translation into English of ONE general text to be chosen by the candidate from a total of four texts, in Arabic, Chinese, Russian and Spanish (two hours);

III. Summary in English of a speech in French (two hours);

IV. Translation into English of TWO French texts to be chosen by the candidate from a total of five specialized texts (economic, legal, scientific, social and technical) (three hours);

V. Translation into English of ONE specialized text to be chosen by the candidate from a total of four texts, in Arabic, Chinese, Russian and Spanish (one hour);

VI. (Optional) Translation into English of ONE general text to be chosen by the candidate from a total of four texts, in Arabic, Chinese, Russian and Spanish (one hour). Candidates who write this optional paper must choose a language other than the language(s) which they chose in papers II and V of the examination.

7. The use of a dictionary or any other reference material is NOT permitted during the examination.

8. On the basis of the results obtained in the written examination, the Board of Examiners will invite selected candidates to an interview, which will normally take place 10 to 12 weeks after the written component of the examination. The interview will consist in part of an oral translation, which the candidate will be asked to do after 30 minutes' preparation. In addition, the Board will interview each candidate to assess professional experience, knowledge of the United Nations, willingness to serve at any duty station and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview SHOULD NOT assume that they will be offered an assignment.

9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual results.

10. Staff members selected to fill vacancies will be assigned as English translators/précis-writers for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

11. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Office of Conference and Support Services and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their translation functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

12. English translators/précis-writers are called upon to translate into English from French and also from the other official languages of the United Nations (Arabic, Chinese, Russian and Spanish) and occasionally from other languages. They are also required to attend meetings of United Nations bodies and draft English summary records of the proceedings. These précis-writing duties may represent a substantial and important part of the work of English translators/précis-writers.

13. Upon completion of a training period, translators/précis-writers may be required to work on word-processing or similar data-entry equipment for translation and terminological purposes.

14. Staff members applying for the examination should complete the attached form and submit it, NOT LATER THAN 16 January 1995, to:

Competitive Examination for English Translators/Précis-writers
Recruitment and Placement Division
Room S-2535G
United Nations Secretariat
New York, NY 10017

15. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their application to the Recruitment and Placement Division through the chief administrative officer or director of the United Nations information centre of their respective duty stations before 16 January 1995, the deadline for receipt of applications in the Recruitment and Placement Division.

16. Staff members at Headquarters may obtain copies of model examination papers from the Examinations and Tests Section, room S-2575, United Nations Secretariat, New York, NY 10017. Staff members serving at the United Nations Office at Geneva may obtain such copies from the Training and Examinations Section, Villa Le Bocage, Office 4.

Notes

1/ "Main language" should be understood to be the language into which the candidate is best able to translate. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files such as record of past language proficiency examinations, language courses attended and degrees obtained at both secondary and university levels.

APPLICATION

1995 COMPETITIVE EXAMINATION FOR ENGLISH TRANSLATORS/PRÉCIS-WRITERS 1/

INDEX NO. 2/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office 3/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? Yes /_/ in 19 /_/_/ No /_/

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s) _____ _____

What is your main language? 4/ /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. Knowledge of other languages 5/

Language(s)	United Nations language programme (Indicate highest level and date)	Courses taken at: Other institution (name and location)

B. Indicate your ability in each of the languages mentioned above

Language	Read		Understand		Speak		Write	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

/...

C. University degree or equivalent or post-secondary educational qualifications 6/

Name of institution Place and country	Language of instruction	Attended from/to Month/year	 Month/year	Degree 6/ or equivalent	Main field of study

D. Secondary school qualifications

Name of institution Place and country	Language of instruction	Attended from/to Month/year	 Month/year	Certificate or equiv. 6/	Main field of study

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____

Signature: _____

I have read information circular ST/IC/1994/50 and I understand that, if I am successful in the competitive examination for English translators/précis-writers and recommended for inclusion in the roster, my assignment as an English translator/précis-writer will be subject to my acceptance of the conditions of service indicated in paragraphs 10 and 11 of that circular.

Date: _____

Signature: _____

Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications from establishments at which English is the language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications which are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS in the Recruitment and Placement Division. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

2/ Appears normally on your monthly salary statement and Personnel Action forms. If not, please contact your Executive Officer to obtain your number.

3/ Please indicate Department/Office, e.g., DPA, OCSS, ECE, UNCTAD, UNOG, UNOV or other (specify).

4/ "Main language" should be understood to be the language into which the candidate is best able to translate. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) of information circular ST/IC/1994/50.

6/ Give exact name and title in original language. Do not translate or equate.

UNITED
NATIONS

ST

Secretariat

ST/IC/1994/51
23 November 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: OFFICIAL HOLIDAYS AND CLOSURE OF HEADQUARTERS BUILDINGS TO THE PUBLIC

1. In accordance with staff rule 101.3 (a), the official holiday for Christmas Day 1994 will be Monday, 26 December. For New Year's Day, it will be Monday, 2 January 1995. Pursuant to the same rule, the Secretary-General has designated Tuesday, 27 December 1994 as the ninth official holiday at Headquarters for 1994. Supervisors are requested to show flexibility, to the extent possible, in approving annual leave between 28 and 30 December 1994.

2. The United Nations Headquarters buildings will be closed to the public and guided tours will be suspended on 26 and 27 December 1994 and 2 January 1995.

3. As in previous years, staff members wishing to hold parties for Christmas may do so, subject to advance approval by the Director of Support Services, Office of Conference and Support Services (OCSS). Parties will be authorized for 20, 21 and 22 December (Tuesday to Thursday) and may not extend beyond 11 p.m. In the event that there are meetings being held on those days, parties that are to take place in areas adjacent to conference rooms may not commence before 6 p.m. Music will be permitted once the meetings have adjourned. Small departments or offices may wish to hold joint parties in order to ease the demand for suitable areas.

4. Requests for approval to hold parties should be submitted to the Director of Support Services, OCSS, room S-2127B, not later than 9 December 1994, indicating:

(a) The department, office or organization holding the party;

(b) The date and hours of the party;

(c) The proposed location of the party;

(d) The approximate number of persons expected to attend, as well as a guest list of those persons invited who are not holders of valid United Nations identification cards;

(e) The name of the senior official designated to assume full responsibility for the party;

(f) The type of party and facilities required.

5. Once approval has been granted by the Director of Support Services, if services for movers, electricians, audio technicians, etc., are required, they will be provided subject to availability. Organizers will be charged the following rates, as these services are performed by outside contractors:

		$
(a)	Provision of dance floor/raised platform	100
(b)	Electricians	60 a/
(c)	Audio technicians	65 a/

6. Requests for the above services should then be addressed to the Chief, Buildings Management Service, room S-2170A, extension 3.2214. Requests for catering services for parties should be made to the Banquet Director, Restaurant Associates, room S-414, extension 3.7098 or 3.7099, with a copy to the Chief, Commercial Activities Service, room DC2-0620.

7. Guests will be admitted only if accompanied by a staff member or holder of a valid United Nations identification card. Guests must be met at the visitors' entrance, or at the Secretariat gate located on 43rd Street if entering after 5.45 p.m.

8. Staff members are reminded that inflammable decorations may not be used in the Headquarters buildings and that safety rules covering room exits and room capacity must be observed.

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a/ Per work-hour.